



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-07083

☒ Open to All Qualified Applicants

☐ Open Only to Current GPSTC Employees

POSTED: 07/21/2026

DEADLINE: 08/07/2026

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Inventory Clerk/Cashier (Food Service/GPSTC Cafeteria)**

Minimum Salary: \$2,343.33 Monthly* (\$13.52/hour)

☒ Full-Time ☐ Part-Time

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4407 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

Internal Candidates:

- “Application for Another Position” form.
- Resume (Provide summary description of duties performed in past/current employment).

External Candidates:

- State of Georgia Application for Employment (completed & signed).
- Resume (Provide summary description of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.

Description of Duties & Responsibilities: Under general supervision, receives, stores and issues food services supplies. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. Serves as cashier and handles cash and cash-related payments. Performs other routine clerical related duties. May supervise the work of state inmate workers.

Essential Functions: May require the ability to lift, push, pull and carry items weighing up to 50-75 lbs. Prolonged standing, stooping, and walking is required.

Minimum Qualifications: High school diploma or GED and one year cashier and/or clerical experience. Inventory record keeping/tracking experience is preferred. Ability to deal tactfully with the public. Experience in food service and knowledge of sanitation standards desired.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.

All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the GPSTC Human Resources office for next steps in the selection process. *Initial screening is by application review only.*